

Office Assistant

Unit: Resource Management and Coordination

Reference: ECDC/FGII/2019/RMC-OA

Applications are invited for the above Contract Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

The Jobholder will report to the Group Leader Support.

He/She will be responsible in particular for the following areas of work:

- Providing general support by receiving incoming communication to their respective Unit, such as mail, phone calls and documentation;
- Organising appointments and helping to maintain calendars;
- Organising meetings both internally and externally, as well as assisting with the preparation of missions;
- Responding to queries and requests for information and documentation with a high level of service, tact, discretion and confidentiality;
- Drafting and finalising correspondence and other documentation as well as taking minutes at meetings;
- Managing electronic and paper documents (contact lists, mailing, typing, photocopying, scanning, filing and archiving);
- Providing administrative services internally to the Unit's staff members;
- Supporting the Unit's processes and workflows;
- Contributing to intra- and inter-Unit teamwork;
- Any other tasks related to his/her area of work as requested.

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years¹;
- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties²;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen³;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

B. Selection criteria

To qualify for this post we have identified **essential criteria** in regard of professional experience/knowledge and personal characteristics/interpersonal skills.

Professional experience/knowledge:

- At least 3 years, following the award of the diploma, of professional experience acquired in positions relevant to the job description;
- Proven experience of working in an administrative support function within a multicultural working environment, preferably in an EU or international organisation;
- Proven experience of contributing to the organisation of meetings, including large meetings with many external participants;
- Experience in preparing correspondence and other documentation for internal and/or external partners;
- Thorough knowledge of IT tools, in particular Microsoft Office (Word, Excel, Power Point and Outlook) and preferably also an electronic document management system;
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Ability to communicate with individuals on all levels;
- High level of responsibility and ability to take initiative;

¹ Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member states shall be taken into consideration.

² In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

³ Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

- High level of service orientation and the ability to adapt to changing organisational needs;
- Ability to work under pressure and quality driven;
- Excellent ability to work in a team;
- High level of discretion and ability to handle confidential matters.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates may be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a contract agent, pursuant to article 3a) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years. The contract may be renewed. The appointment will be in **Function Group II**.

Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff_Regulations_2014.pdf

The place of employment will be Stockholm, where the Centre has its activities.

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply please send a completed application to Recruitment@ecdc.europa.eu clearly indicating the vacancy reference and your family name in the subject line of the email.

For your application to be valid you must complete all required sections of the application form, which should be submitted in Word or PDF format and preferably in English⁴. Any incomplete applications will be considered invalid.

The ECDC application form can be found on our website here:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

⁴ This vacancy notice has been translated into all official EU languages from its English original. As the language of day-to-day operations in the Agency is generally English, ECDC prefers to receive the application in English.

The closing date for the submission of applications and further information regarding the status of this selection procedure, as well as important information regarding the recruitment process, is noted on our website and can be found using the above link.

Due to the large volume of applications received, only candidates selected for interviews will be notified.